



The Arc of Volusia  
Reopening Plan  
8/14/2020

The Arc of Volusia remains committed to providing a safe and healthy workplace environment for all program participants, employees, volunteers and visitors. As a licensed nonprofit provider of essential services to individuals with developmental disabilities, The Arc of Volusia made the difficult decision to temporarily suspend our Day Program services effective March 20, 2020, in support of recommended strategies designed to slow the spread of COVID-19.

State and federal governments are issuing recommendations for re-opening our communities. The Arc of Volusia views our responsibility to work collectively with participants, employees, families and other community partners to provide effective, valued services in a manner that mitigates the risk of infection due to planned steps taken by all involved.

All Arc of Volusia employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among employees, participants, family/guardians/care providers and key partners. Only through this cooperative effort can we establish and maintain the health and safety within our workplace and communities. While we cannot provide a guarantee that no one will contract COVID-19, we can make it our utmost priority to provide as safe an environment as possible.

The individuals served by The Arc of Volusia are the reason we exist. Ensuring the health and safety of the people that we serve is of utmost importance in achieving our mission.

The Arc of Volusia employees are the foundation of our existence. Maintaining a healthy and safe work environment for them is essential to accomplish our mission.

Our Reopening Plan is informed by the Centers for Disease Control and Prevention (CDC) guidelines related to COVID-19.

The Florida Agency for Health Care Administration (AHCA) uses the term “vulnerable adult” to describe adults served by licensed developmental disability focused organizations, such as The Arc of Volusia. Being described as “vulnerable” by AHCA does not necessarily mean that one is “at higher risk” of becoming severely ill if they contract the virus. The higher risk status depends upon other variables including age, whether underlying medical conditions exist and an individual’s ability to follow health and safety practices.

Supervisors and all employees are responsible for implementing and complying with all aspects of this Reopening Plan. The Arc of Volusia staff have the full support of The Arc of Volusia Leadership in enforcing the provisions of this plan.

**Screening and Policies for Staff Exhibiting Signs and Symptoms of COVID-19**

- Staff have been informed of and encouraged to self-monitor for the following signs and symptoms of COVID-19: Fever of 100.4 or higher; new and persistent dry cough; shortness of breath; sore throat; chills; fatigue. When any of these symptoms are present, the employee must communicate by phone with their manager and stay at home until determined by management. Depending on circumstances, written clearance from a doctor may be required



before returning to work/a negative test result may be required.

- At the beginning of the work day, all staff will have their temperature taken.
- Staff who develop or exhibit symptoms of COVID-19 while at work must immediately report to their supervisor, sign out and leave the premises. They will remain at home and cannot return to work until determined by management. Depending on circumstances, written clearance from a doctor may be required before returning to work/a negative test result may be required.
- Employees with ongoing symptoms are strongly encouraged to contact their health care provider. Should they be tested for COVID-19 and receive a positive diagnosis, they must inform their supervisor immediately and not report to work. Employees may return to work after 10-days post onset of symptoms including 3-days post fever and may be asked to provide a doctor's release/provide a negative test result.
- Employees with a household member who is showing symptoms and has been tested and has received a positive diagnosis of COVID-19 must immediately inform their supervisor and they may be asked not report to work. The employee may be asked to isolate for 10 days prior to returning to work/provide a negative test result.

### **Screening for Persons Served Exhibiting Signs and Symptoms of COVID-1**

- Program participants, and if applicable, their guardians, or residential support providers, have been informed of and are encouraged to self-monitor for the following signs and symptoms of COVID-19: fever of 100.4 or higher; new and persistent dry cough; shortness of breath; sore throat; chills; fatigue. When any of these symptoms are present, the person served, guardian or residential support provider, must notify The Arc of Volusia by phone and the person served must stay at home until determined by management. A written doctor's clearance for return to program will be required prior to the individual's return to program/a negative test result may need to be provided.
- Participants will be required to allow The Arc of Volusia staff to take their temperature upon arrival to campus at the respective program drop-off point, prior to entering the facility. If their temperature is higher than 100.4, as stated previously, the participant will not be granted access to programs and asked to return home until determined by management. A written doctor's clearance for return to program will be required prior to the individual's return to program/a negative test result may need to be provided.
- Participants who have been tested for COVID-19 and have received a positive diagnosis or are presumed to have a positive diagnosis must inform The Arc of Volusia immediately. The participant's care provider/guardian and support coordinator will be notified immediately. The participant will be encouraged to schedule a medical appointment with their primary physician. Participants may return to program after 10-days post onset of symptoms including 3 days post fever. A written doctor's clearance will be required prior to return to program/a negative test result may need to be provided.
- Participants having a household member who has tested positive for COVID-19 – asymptomatic or showing symptoms – will be asked to quarantine for 10 days and a negative test result may



need to be provided prior to return to program.

### **Notification of Exposure to COVID-19**

- If an Arc of Volusia employee or participant is exposed to a person diagnosed with COVID-19, all other employees or program participants that are potentially exposed shall be notified and may be asked to self-isolate for 10 days. Communication must be maintained between the employee or participant to learn whether any symptoms developed and/or whether medical attention was necessary. Employees or participants may return to The Arc of Volusia after 10 days are complete without symptoms.
- If an employee or participant is diagnosed with COVID-19 or there is a presumption of a positive test result, management should be notified immediately. APD Regional Office and the Department of Health shall be notified for further guidance and direction.
- All employees and participants served, their guardians and residential support provider, who are assigned to the same activity room shall be notified about a potential exposure to an individual who has contracted the COVID-19 virus. Depending upon the level of risk exposure to the individual with the COVID-19 virus, employees and participants served may be required to stay at home and isolate for 10 days.
- The notification process will protect the confidentiality of the individual whom has contracted the COVID-19 virus, according to the standards of the federal Health Insurance Portability and Accountability Act (HIPAA).
- If residents residing in group homes or other congregate care are exposed to/contract COVID 19, care givers will be responsible to notify The Arc of Volusia as soon as possible.

### **Promoting Behaviors that Reduce Spread**

- We will be teaching and reinforcing handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among staff and participants. Staff and participants will be asked to wash their hands upon arrival and departure, prior and after any meal times and after using the restroom, or after sneezing or coughing.
- Employees will assist participants who need it with hand washing or using hand sanitizers.
- Staff and participants will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- All staff will be required to wear a face mask unless contraindicated medically (need a dr. note). Participants will be encouraged to wear face masks. Participants and staff will be reminded not to touch their face, face covering, eyes and to wash their hands frequently. Face masks may not be shared. An employee may remove his/her face mask if alone.
- Employees may acquire and use personal face masks.



- Employees must ensure face masks are sanitized after each day, using guidelines from the Centers for Disease Control (CDC), [www.cdc.gov](http://www.cdc.gov) or Florida Department of Health (MDH), <http://www.floridahealth.gov/>.
- Adequate supplies will be provided including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, face coverings, disinfectant.
- All participants will be given messages about maintaining a healthy environment.
- Employees will be required to sanitize all equipment, games, activities, tables, chairs, other surfaces, door handles, light switches, and other common touch points throughout the day using a sanitizer/disinfectant.

**The following protocols will be in place for return of participants**

- Prior to returning, all participants must complete a health assessment.
- Prior to returning, all participants/care givers must complete and sign a partnership agreement.
- No community outings will occur during day program until further notice.
- All participants and staff will have temperature checks daily. All temperatures will be logged daily.
- All Daytona participants will report to Building 2 for temperature checks and assessment prior to program start.
- All DeLand participants will enter through the second entry door during am/pm drop off/pick up (at the social room) to have temperatures taken and complete paperwork.
- Each campus will have an isolation room set up for anyone presenting symptoms.
- Visitors that are not considered to be, or deemed, medically necessary will not be granted access to The Arc of Volusia program facilities during this time. Medically necessary visitors will follow all guidelines in this plan. Visitors are asked to request prior approval of their visit if possible. Face masks will be required by any medically necessary visitor. Visitors are asked to report to the administrative building at the Daytona Campus to sign in, and to the Front Entrance Administrative Area at the DeLand Campus.
- Daytona State and Keiser OT interns shall be allowed to work with participants and must follow all protocols as outlined in this document.
- Unannounced family visits are prohibited. Family visits are by appointment only and must report to administrative area to sign in, have temperatures checked and secure a mask.
- Families/care providers picking individuals up for appointments must wait outside program area and call in to have participant brought outside for transport.



- Gloves will be worn by all Arc of Volusia employees while assisting with lunches, personal care and other duties that carry a higher risk of infection.
- Physical environments will be adapted to accommodate social distancing in individual rooms throughout the campus. The Arc of Volusia may limit capacity at each program area due to the social distancing guidelines.
- Social events will be done by room. No large gatherings will occur.
- Meals will be eaten in individual rooms to prevent large gatherings in the cafeterias.
- Daily health checks will be made with all clients.

### **Maintaining a Healthy Environment**

- Frequently touched surfaces will be cleaned and disinfected between use and as needed. At the end of each program day, all areas will be cleaned and disinfected.
- Use of shared objects will be discouraged, and cleaned and disinfected between use.
- Each client's belongings will be separated from others.
- Increased circulation of outdoor air will be provided as much as possible.
- Modified layouts will be provided to support 6-foot social distancing – desks, chairs and tables will be at least 6 feet apart when feasible.
- Social distancing CANNOT be maintained on The Arc of Volusia transportation services. All riders will be required to wear a face mask during transport and to have temperatures taken prior to boarding the vans.
- All vans will be cleaned and disinfected between use by drivers.
- Use of any communal space will be limited – and space will be cleaned and disinfected between use.
- Disposable food service items will be used.
- Signs will be posted with reminders to wash hands, don't touch, maintain distance, etc.
- There will be no mixing of groups.
- Participants will not be allowed to visit other classrooms.
- Shaking hands, hugging, fist bumps, high fives and other physical forms of greetings or celebrations will be discouraged.
- Employees using shared office space will use social distancing strategies and will utilize masks if social distancing is not possible.



- Employees shall clean restrooms at least once per day. Shared computers and tools will be sanitized using a sanitizer composed of at least 60% alcohol, after each use and additionally at the end of each day.
- Gloves shall be worn while cleaning. Gloves will not be shared.
- The Arc of Volusia has increased the schedule of cleaning throughout campuses.
- Participants employed in community-based jobs will be required to follow the COVID-19 plan as mandated by their employer.

### **Communication**

- Training on this plan has been provided to all Arc of Volusia employees. This plan will be updated as necessary.
- This Reopening Plan will be posted on our website, throughout program areas, and can be provided via email upon request.